

813107/27/06*Revised*

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PROJECT MANAGER (NON-CLASSIFIED)

DEFINITION

Under general direction, to develop and implement strategies, policies and programs related to business attraction, retention and expansion; to plan, schedule, coordinate and monitor capital improvement projects; to work closely with the Redevelopment Division, Public Works Department, other City Departments, and outside agencies to coordinate timely and seamless service delivery within redevelopment of capital improvement projects; to provide professional and technical staff assistance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will", exempt from classified service and serve at the pleasure of the City Manager. The non-classified Project Manager is distinguished from the classified Project Manager by the specialized nature, difficulty and complexity of work. Incumbents in this classification independently plan and carry out activities with minimal direction; and exercise managerial responsibility and accountability for the City's highest priority development or capital improvement projects; including independently setting project schedules and troubleshooting project issues or negotiating development transactions. The Project Manager is responsible for establishing goals, analyzing problems and recommending policy.

REPORTS TO: Deputy Public Works Director/City Engineer, Economic Development Manager, Redevelopment Program Manager or designee for City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Deputy Public Works Director/City Engineer, Economic Development Manager, Redevelopment Program Manager or designee. Exercises supervision over professional, paraprofessional, technical, and administrative support staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Establish goals, objectives, priorities, schedules and budgets for individual programs and projects.
- Establish economic development and/or redevelopment strategies, policies and procedures.
- Establish and manage performance measurement systems related to capital improvement projects or Economic Development and/or Redevelopment goals and objectives.
- Maintain liaison with local Economic Development, Redevelopment or Public Works organizations, businesses, developers, real estate brokers, public agencies, property owners, and the general public to encourage collaborations and promote Economic Development, Redevelopment or Public Works activities.
- Make public presentations to legislative bodies, business organizations, community groups, development associations and others regarding the City's Public Works or Economic Development and/or Redevelopment projects, schedules, goals and objectives.
- Conduct and/or coordinate complex studies, and prepare comprehensive reports and recommendations.

- Establish and maintain electronic database and contact management programs or capital improvement project tracking system(s).
- Coordinate with other departments, utility companies and other agencies to facilitate timely completion of projects or the review and processing of specific private development projects.
- Facilitate interdepartmental coordination related to the timely completion of capital improvement projects or strategic planning, business recruitment, business retention and/or redevelopment programs.

Additionally, when assigned to the Development Department:

- Direct, coordinate, monitor and evaluate the planning and execution of Economic Development or Redevelopment goals and objectives; develop policy related to land use, incentive programs and real estate project development.
- Identify and market sites suitable for Economic Development or Redevelopment.
- Identify and attract targeted retail, manufacturing and other desirable businesses and investments.
- Prepare and administer professional service and real estate development contracts.
- Develop Requests for Qualifications and Request of Proposals.
- Plan, develop and manage real estate development, financial analysis, direct business assistance and incentive program development/implementation.
- Oversee diverse forms of business assistance, including site selection, public and private financing, work force development, international trade, permit fast-tracking and general entrepreneurial problem solving with a government environment.
- Oversee management of City's demographic, land use and market-related database; including maintenance of a commercial and industrial property inventory.
- Network and coalition build with local, regional, state and federal business and economic development organizations.
- Enter into negotiations with developers, business owners and tenants.

Additionally, when assigned to the Public Works Department:

- Plan and coordinate all aspects of definition, design and implementation of capital improvement projects; establish schedule, monitor performance in coordination with project engineer.
- Develop and monitor all capital project schedules and budget compliance and take or recommend corrective action as needed.
- Prepare grant applications, permit applications, requests for proposals, consultant agreements, public notices and other project documents.

QUALIFICATIONS

Knowledge of:

- Principles and practices of local government organization, administration, budget and personnel management.
- Pertinent federal, state and local laws and regulations.
- Oral and written communication skills.

- Principals of supervision.
- Operation of personal computer and software applications, including project management applications

Additionally, when assigned to the Development Department:

- State-of-the-art federal, state and local business attraction and retention/expansion strategies.
- Principles and practices of government land use planning and real estate development.
- Grant writing, legislative analysis and performance monitoring and reporting.

Additionally, when assigned to the Public Works Department:

- Construction and project management techniques and project management systems.
- Engineering and/or architectural principles, practices and methods.

Ability to:

- Initiate, plan, schedule, develop, manage, monitor and promote a sound and timely Redevelopment, Economic Development or capital improvement program.
- Facilitate development projects through team building and pro-active problem solving. Present ideas and concepts effectively and persuasively in speaking before large and small groups; and to communicate effectively in written reports and correspondence.
- Establish and maintain effective working relationships.
- Build public and private support for collaborative business attraction, retention and expansion initiatives or timely completion of capital improvement projects.
- Interpret, apply and explain laws, codes, policies and procedures.
- Analyze situations accurately and adopt effective courses of actions.
- Use relevant computer equipment and applications software to carry out work tasks and responsibilities.
- Supervise, train and evaluate professional, technical, and administrative support staff.

Additionally, when assigned to the Development Department:

- Analyze development projects, including basic proforma preparation and review and real estate financial analysis and deal structuring.
- Prepare administrative contracts.
- Work with targeted business for outreach/marketing activities and grant solicitation and management.

Additionally, when assigned to the Public Works Department:

- Direct the timely production of capital improvement projects.
- Complete projects within required scheduling.
- Troubleshoot obstacles, make prompt decisions and develop new and relative ideas for producing a quality and timely project with little or no supervision.
- Prepare, monitor and distribute project schedules.

- Work with relevant utilities and agencies for timely completion of capital projects.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited four year college or university with major work in public or business administration, urban planning or a closely related field. A Master's Degree or graduate level course work is desirable.

Experience: Four years of professional experience in economic development, redevelopment, urban planning, real estate development, or related field. Experience must include three years in the economic development or redevelopment administration. A Master's Degree may be substituted for one year of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Project Manager

TO: Economic Development Manager